

Instructions to complete the OMR MR Waiver Individual Service Authorization Fax Verification Form:

- 1) Fill in the name of your CSB/Behavioral Authority in the first blank above “Community Services Board.”
- 2) Fill in the date you are faxing the ISAR(s)/Resubmission information.
- 3) Fax **ALL** ISAR(s) and/or Resubmission information to Vivian Stevenson once the entire form is completed. **NOTE: This is a new procedure. Formerly, resubmission information was faxed directly to the Preauthorization Consultant.**
- 4) Complete the box with the name of the assigned Preauthorization Consultant located directly beside Vivian Stevenson’s information. This will help facilitate distribution of the ISAR(s)/Resubmission information to the correct Preauthorization Consultant for more efficient processing.
- 5) Fill in the blank with the name of your CSB/Behavioral Authority designated contact person.
- 6) Then fill in the CSB/Behavioral Authority phone number where the designated contact person can be reached. Follow this with the fax number where the fax verification form and any other pertinent communication will be sent.
- 7) List each individual for whom you are submitting ISAR(s) and/or resubmission information. Include first and last name.
- 8) Indicate in the next column to the right, the number of pages being faxed pertaining to the specific individual. **Do not include the fax verification cover sheet in the count. This count is to ensure all pages you faxed concerning the individual were received**
- 9) Mark the next two columns as appropriate. It is very important that these columns are marked as needed because ISAR(s)/Resubmission information is prioritized for processing accordingly.

Urgent should be marked if the situation warrants immediate attention (e.g., any emergent issue needing a response re: authorization within 72 hours).

Resubmission should be marked if faxing information requested by the Preauthorization Consultant.

- 10) Leave the remaining columns blank as they are for MR Office use only.